CAP Petition to
REGISTER AFTER CLEARANCE OF FINANCIAL HOLD

Instructions:
 Provide all Student, Registration, Academic Advisor, and Instructor Information requested (pages 1-4).
 Print your statement in the Student Statement box below. Sign and date your statement.
 Ask your Academic Advisor to write a brief statement in the box on page 2. Have your advisor sign and date her or his statement.
 Ask a Student Accounts Officer (11-120) to sign and date the Financial Clearance statement on page 2.
 Ask the instructor of each of the subjects you have been attending to write a brief signed and dated statement in a box on page 3.
 Statements may be attached as separate sheets or emailed to cap@mit.edu.
 Submit the completed petition to the CAP Administrator in 7-104.
 Note: If your petition is approved, the Registrar’s Office will add a $100 late fee to your MITPAY account.

Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>MIT ID</th>
</tr>
</thead>
</table>

| Major Department | Year in School | MIT Email Address | Campus Address | Telephone |

Registration Information

<table>
<thead>
<tr>
<th>Term in which to Register Late</th>
<th>Proposed Total Number of Units</th>
<th>Subjects to be Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Subject #1 Units</td>
<td>Grades</td>
</tr>
<tr>
<td></td>
<td>Subject #4 Units</td>
<td>Grades</td>
</tr>
</tbody>
</table>

Student Statement (Attach an additional sheet if necessary.)

Please answer the following questions. What are your educational reasons for seeking to register after the deadline? What evidence indicates your ability to complete this term successfully?

Signature of Student ______________________ Date ________________
Academic Advisor Statement (may also be emailed to cap-help@mit.edu)

Name of Academic Advisor

Room

Email Address

Please answer the following questions. To what degree do you support this student’s request to register after the deadline? What evidence indicates the student’s ability to complete this term successfully?

_________________________________________________________________

Signature       Date

Student Accounts Officer Statement

Student Accounts Officer Name

Room

Email Address

11-120

☐ This student’s Registration Hold has been resolved and the student is cleared for registration.

Optional comments:

_________________________________________________________________

Signature       Date
Instructor Statement, Subject #1 (may also be emailed to cap-help@mit.edu)

<table>
<thead>
<tr>
<th>Subject Number</th>
<th>Instructor Name</th>
<th>Room</th>
<th>Email Address</th>
</tr>
</thead>
</table>

Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student’s request to register after the deadline?

________________________________________________________________________

Signature Date

Instructor Statement, Subject #2 (may also be emailed to cap-help@mit.edu)

<table>
<thead>
<tr>
<th>Subject Number</th>
<th>Instructor Name</th>
<th>Room</th>
<th>Email Address</th>
</tr>
</thead>
</table>

Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student’s request to register after the deadline?

________________________________________________________________________

Signature Date

Instructor Statement, Subject #3 (may also be emailed to cap-help@mit.edu)

<table>
<thead>
<tr>
<th>Subject Number</th>
<th>Instructor Name</th>
<th>Room</th>
<th>Email Address</th>
</tr>
</thead>
</table>

Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student’s request to register after the deadline?

________________________________________________________________________

Signature Date

Instructor Statement, Subject #4 (may also be emailed to cap-help@mit.edu)

<table>
<thead>
<tr>
<th>Subject Number</th>
<th>Instructor Name</th>
<th>Room</th>
<th>Email Address</th>
</tr>
</thead>
</table>

Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student’s request to register after the deadline?

________________________________________________________________________

Signature Date

Instructor Statement, Subject #5 (may also be emailed to cap-help@mit.edu)

<table>
<thead>
<tr>
<th>Subject Number</th>
<th>Instructor Name</th>
<th>Room</th>
<th>Email Address</th>
</tr>
</thead>
</table>

Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student’s request to register after the deadline?

________________________________________________________________________

Signature Date

Instructor Statement, Subject #6 (may also be emailed to cap-help@mit.edu)

<table>
<thead>
<tr>
<th>Subject Number</th>
<th>Instructor Name</th>
<th>Room</th>
<th>Email Address</th>
</tr>
</thead>
</table>

Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student’s request to register after the deadline?

________________________________________________________________________

Signature Date
Instructions:

- If you are submitting this petition after Drop Date (tenth week of the term), you must also obtain brief signed and dated statements from the instructor of each pre-registered subject for which you do not want to register.
- Statements may be attached as separate sheets or emailed to cap@mit.edu.

Instructor Statement, Pre-Registered Subject #1 (may also be emailed to cap@mit.edu)

<table>
<thead>
<tr>
<th>Subject Number</th>
<th>Instructor Name</th>
<th>Room</th>
<th>Email Address</th>
</tr>
</thead>
</table>

Please answer the following questions. Has this student attended class or submitted work at any point during this term? If so, when did this student stop participating in your subject? To what degree do you support this student’s request to register after the deadline?

____________________________________________________
Signature      Date

Instructor Statement, Pre-Registered Subject #2 (may also be emailed to cap@mit.edu)

<table>
<thead>
<tr>
<th>Subject Number</th>
<th>Instructor Name</th>
<th>Room</th>
<th>Email Address</th>
</tr>
</thead>
</table>

Please answer the following questions. Has this student attended class or submitted work at any point during this term? If so, when did this student stop participating in your subject? To what degree do you support this student’s request to register after the deadline?

____________________________________________________
Signature      Date

Instructor Statement, Pre-Registered Subject #3 (may also be emailed to cap@mit.edu)

<table>
<thead>
<tr>
<th>Subject Number</th>
<th>Instructor Name</th>
<th>Room</th>
<th>Email Address</th>
</tr>
</thead>
</table>

Please answer the following questions. Has this student attended class or submitted work at any point during this term? If so, when did this student stop participating in your subject? To what degree do you support this student’s request to register after the deadline?

____________________________________________________
Signature      Date

Instructor Statement, Pre-Registered Subject #4 (may also be emailed to cap@mit.edu)

<table>
<thead>
<tr>
<th>Subject Number</th>
<th>Instructor Name</th>
<th>Room</th>
<th>Email Address</th>
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</thead>
</table>

Please answer the following questions. Has this student attended class or submitted work at any point during this term? If so, when did this student stop participating in your subject? To what degree do you support this student’s request to register after the deadline?

____________________________________________________
Signature      Date

For Office Use Only – Do Not Write Below This Line

<table>
<thead>
<tr>
<th>Petition Number</th>
<th>Date Petition is Complete</th>
<th>Previous Neglect</th>
</tr>
</thead>
</table>

Petition Review

- Approved
- Approved with Neglect
- Denied
- Approved by Chair
- Approved by Committee
- Denied by Chair
- Denied by Committee

Staff Initials